



**TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE**

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Mike Montgomery, Chief {Original Signed}
Bureau of Nutrition Services

DATE: April 11, 2003

SUBJECT: Disposal of Records

This memo is to grant permission to all Local Agencies to dispose of records through September 30, 1999. This includes, but is not limited to, certification records, Report of Operations records, food card inventory records, voided food cards, vendor information records, nutrition education records, and Daily Card and Participation Logs.

Federal regulations require that all records be kept for three years after submission of the closeout report for the appropriate fiscal year. Currently, the last year closed out is FY 2002, thus requiring retention of all records since October 1, 1999.

If you have any questions, please call Karen Davis, Manager of the WIC Policy and Communications Section, at (512) 341-4411, extension 2221.